



Montana
Office of Public Instruction
Denise Juneau, State Superintendent



MontCAS
Montana Comprehensive Assessment System
August 2011

Welcome to *JUMP*, the OPI online assessment newsletter. *JUMP* is published several times during the year to announce important assessment and data events. It provides up-to-date information necessary for the administration of statewide assessments and the accompanying data collections.

- This issue of *JUMP* has several important schedules and dates for system, school, test coordinator, and *AIM* calendars. It also has information about online professional development opportunities.
- When new issues of *JUMP* are posted online, all System Test Coordinators and Authorized Representatives for each system are notified by email with a link to the specific issue.
- The link to previous *JUMP* newsletters is
http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_4

2011-2012 Statewide Assessment Schedule

December 1, 2011 – January 27, 2012	English Language Proficiency Assessment--WIDA Please see information beginning on page 7 of this newsletter.
January 18 - 20, 2012	OPI Assessment and Data Conference, Helena The conference will begin the afternoon of January 18 with a full day on January 19 and morning sessions on January 20.
February 8 - March 23, 2012	CRT-Alternate, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science. The first week of this window is intended for training and the preparation of materials.
February 29 – March 23, 2012	CRT, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science



Test Coordinator Information

If your system has a new System Test Coordinator this school year, please contact Debbie Casey, the OPI assessment assistant. Please provide the Test Coordinator's name, email address, phone number, shipping address, and mailing address. OPI assessment staff contact information is on the last page of this newsletter.

Test Coordinator Information is also collected with schools' data during the OPI Annual Data Collection (ADC); however, timely important information will be sent to System Test Coordinators prior to the ADC Collection.

CRT and CRT-Alternate

Spring 2011 CRT and CRT-Alternate Results

➡ **May 2011: The CRT and CRT-Alternate Reading, Math, and Science System and School Summary Reports and Interactive Data and the *MARS User Manual* were posted on MARS on the secure Measured Progress iServices site:**
<http://iServices.MeasuredProgress.org>

- Select "**Montana**" or "**Montana ALT**" (either works for both CRT and CRT-ALT) from the dropdown menu and click "Enter."
 - For the *User Manual*, select "Forms and Manuals"
 - Select *MARS User Manual* (pdf)
 - For *MARS*
 - Select *MARS*
 - Enter your User Name and Password. These were assigned to systems and schools in June of 2008.
- If you need assistance, please contact Debbie Casey at OPI.
dcasey@mt.gov or 406-444-3511
- Information on Content Standards:
 - The Spring 2011 CRT and CRT-Alternate are aligned to the Reading and Math content standards that are posted on the released items and *MARS* sites.
 - Spring 2011 released items site:
http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_8)
 - *MontCAS Presents MARS* site:
http://www.opi.mt.gov/Curriculum/MontCAS/MontCAS_Presents.html#gpm1_4
 - The Science CRT and CRT-Alternate standards are online at:
http://www.opi.mt.gov/Curriculum/Index.html?gpm=1_8#p7GPc1_8



Student Reports

September 6, 2011

Measured Progress will mail printed individual student reports to System Test Coordinators for distribution to parents/guardians. Systems can expect to receive them by September 13.

- Accompanying the reports will be the *2011 Interpretative Guide* and cumulative file labels for each student.
- PDF copies will be posted in the "Reports" section of MARS on September 1.
- New features have been added to the 2011 report format, and it is suggested that the *2011 Interpretive Guides* be consulted before distributing the reports.
- The system and schools should have a plan to distribute the reports within two weeks of receipt of the paper copies.
- Included in the shipment will be a memo referencing a letter to accompany the reports **ONLY** for students who participated in the CRT with a nonstandard accommodation (s).
 - Please read the memo and the letter and make copies of the letter, as necessary, **ONLY** for those students with reports that indicate the CRT was administered with a nonstandard accommodation (s).
 - You will find that information in the student report on the top of page two. It is below the first graph under the appropriate content area (s) and will read:
"Your student was administered the 2011 CRT with a non-standard testing accommodation. For further information please contact your school principal or testing director."
 - Please do **NOT** send the letter with all reports.



2012 CRT and CRT-Alternate Materials Shipment

All materials for the CRT and CRT-Alt will be sent in one shipment.

Below is an abbreviated schedule.

Date	Event
Early January 2012 TBA	All training materials and manuals will be posted online.
January 25, 2012	Deadline for entering student information in AIM for the bar code labels.
February 2, 2012	CRT-Alt test booklets will be posted online
February 6, 2012	Measured Progress will ship all CRT and CRT-Alternate materials.
February 13, 2012	Systems receive CRT and CRT-Alternate materials

Planning Ahead for Special Needs



Fall is the time of year to review IEPs to determine accommodations for classroom instruction and assessments and the CRT, to register students for the CRT-Alternate, and to order Braille and large-print versions of the CRT. Information about ordering Braille and large-print versions will be included in a future issue of *JUMP*.

IEPs and Accommodations

Thanks to Frank Podobnik, OPI Division of Special Education, for contributing the following information.

Each student with a disability must have in place an IEP or 504 plan which describes how the student will participate in the annual statewide assessment. All students with disabilities must participate in the statewide assessment if they are in grades 3 through 8 or grade 10. Most students with disabilities will participate in the CRT using no accommodations or using the standard accommodations available to all students. A few students, because of their unique needs, will take the CRT using non-standard accommodations. It is important for special education case managers to review the IEP determinations for each student with disabilities to ensure that appropriate accommodations will be available during the testing window for the student.

Standard or non-standard accommodations or the determination that a student will take the CRT-Alternate need to be specified in the student's IEP or 504 plan. The accommodations described in a student's IEP or 504 plan should match those used during the administration of the CRT either by accommodations number or by using the same vocabulary that is in the 2012 Accommodations Guidance memo located at <http://www.opi.mt.gov/pdf/Assessment/CRT/TA/11AugAccomGuidanceMemo.pdf>

The *CRT Test Coordinator's Manual* and *Accommodations Guidance Memo* describe the various types of standard and non-standard accommodations which are available for students during the testing. Spring 2011 materials (Spring 2012 materials will be online in January 2012) are online at

http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_7

Please keep in mind that the specific accommodations to be used with a student with disabilities must be determined by the IEP or 504 Plan team. The following guidelines apply to all situations in which accommodations are used.

- It is important that the accommodations used during the testing session reflect the strategies that are used with the student on a daily basis. This means the types of accommodations listed for the student's test participation should be the same types of accommodations that are used with the student in the classroom setting.
- It does no good to apply an accommodation for the testing session that has not been shown to be helpful to the student previously or to which the student is not routinely accustomed.

- The testing setting is not the place to introduce new strategies to the student. It will not help the student perform, will not lead to valid test results, and could be a disadvantage to the student.
- Although many standard accommodations are available for all students, some of the standard accommodations are intended only for students with IEPs or 504 plans. Those are coded with double asterisks **. In unusual circumstances, a student without an IEP or 504 plan may require an accommodation keyed with **. Please contact the state assessment director to determine if the situation merits a standard accommodation coded with ** as approval is required for these situations.

→ For clarification about accommodations for IEP or other students, please contact Karen Richem (krichem@mt.gov or 406-444-0748) or Judy Snow (jsnow@mt.gov or 406-444-3656).

The CRT-Alternate

A very small percentage of the population will be administered the CRT-ALT. This form of the CRT is only available to students who have an IEP and who meet the criteria as a student with a significant cognitive disability.

The case managers need to notify the system test coordinator as soon as possible of the students at each grade level that need to be administered the CRT-ALT. The materials for the CRT-ALT take time to produce, and it is important that this task is not put off until the last minute.

Below is a table with the registration windows for students eligible for the CRT-Alternate.

Registration Windows for Students Eligible for the 2012 CRT-Alternate	
October 10 - December 5, 2011	For students currently enrolled in your school
January 3 - January 17, 2012	For students who enroll in your school after December 5, 2011
After January 17, 2012	For students who enroll after January 17, 2012, please contact Judy Snow, 406-444-3656, jsnow@mt.gov

It is extremely important that you register students currently enrolled during the first window. After December 2, the windows are specifically for students newly enrolled in your schools.



- Registering your currently enrolled students who are eligible for the CRT-Alternate is essential for the production of the materials kits and other test administration materials and for teacher preparation with the materials.
- All students who are eligible for the CRT-Alternate must be registered for the 2012 administration including students who have been registered for and taken the CRT-Alternate in previous years.

→ Guidelines for eligibility for the CRT-Alternate are online at http://www.opi.mt.gov/PDF/Assessment/CRT/TA/10How_to_Include_Students_with_Disabilities.pdf

- A link and directions for registration will be emailed to system test coordinators in October 2011.

Please Join Us

Schedule of Test Development Events 2011-2012

You are invited to nominate yourself and/or a colleague to participate in CRT development sessions.

- All sessions are in Helena.
- Training is included at each session.
- Lodging is provided for participants living 90 miles or more from Helena. In addition, mileage, meals not provided during the sessions, and substitute pay are reimbursed. Renewal units are also available. For the June meetings, honoraria are provided.
- We look forward to hearing from you soon. Nomination is online at the following link:

<http://iservices.measuredprogress.org/Default.asp?ProgramID=11&submit1=Enter>

2011-2012 Test Development Events		
Date	Event	Participants
November 30-December 1, 2011	Passage Review	Panels of five each elementary, middle school, and high school teachers.
April 16-17, 2012	Item Review	Panels of six elementary middle school and high school teachers including special education and LEP teachers each for the following contents and grades: Reading: Grades 3-4, 5-6, 7-8, and 10 Math: Grades 3-4, 5-6, 7-8, and 10 Science Grades 4, 8, and 10
April 18, 2012	Item Review	Panels of five each elementary, middle school, and high school teachers.
June 26-27, 2012	Field Test Statistical Review	Panels of: Reading, grades 3-6: four teachers* Reading, grades 7, 8, and 10: three teachers* Math, grades 3-6: four teachers* Math, grades 7, 8, and 10: three teachers* Science, grades 4 and 8: four teachers** Science, grade 10: three teachers * =1 for each grade **=2 for each grade

English Language Proficiency (ELP) Assessment



The Montana OPI has joined the World-Class Instruction Design and Assessment (WIDA) Consortium. This means that the current MontCAS English Language Proficiency Assessment (Questar) will no longer be used as the statewide assessment of students with Limited English Proficiency (LEP).

Instead, the MontCAS ELP will now be provided by WIDA. The WIDA ELP assessment is *ACCESS for ELL s*®. **The testing window for *ACCESS for ELL s*® is December 1, 2011 – January 27, 2012.** More information is available at the following link:

http://www.opi.mt.gov/curriculum/MontCAS/#gpm1_11

Test coordinators in systems with current enrollment(s) of LEP students will receive a packet of instructional strategies for LEP students. Systems currently without LEP students entered in AIM will not receive the packet; however, if a newly enrolled student is identified as LEP, please contact Karen Richem (krichem@mt.gov or 406-444-0748) for a system copy of the packet. The items in the packet are WIDA products and are provided by OPI.

The following information is to assist systems and schools in preparing for the 2011-2012 administration of the ELP for students identified as Limited English Proficient (LEP).

- All students identified as LEP are required to participate in the ELP including newly enrolled LEP students.
- **And**, the LEP status of all identified students must be updated in AIM. Please keep in mind the importance of updating AIM data to reflect the current status of LEP students. LEP program participation data must be entered into AIM no later than October 27, 2011 in order to receive barcode labels for students.
- Montana observes the federal definition of limited English proficiency. Both language impact and academic achievement must be considered when identifying LEP students.
- Please consult the guidelines for identification of students at the following link: <http://www.opi.mt.gov/pdf/Bilingual/10JanLEPCriteria.pdf>
- In some cases, an LEP student may enroll in a system or school that has not previously served LEP students. For that reason, the system or school will not be on any shipping lists. Please contact Karen Richem for guidance: krichem@mt.gov or 406-444-0748.
- Training webinars will be available on the WIDA web site, www.wida.us
- Memos from OPI and WIDA were sent to all system test coordinators the week of August 22. The memo from WIDA gives detailed instructions on obtaining and assigning passwords to use the password protected section of the WIDA site. A copy of the OPI memo is online at http://www.opi.mt.gov/pdf/Assessment/ELP/11AugMemo_AccessWIDATraining.pdf



WIDA provides two ELP Assessments:

- W-APT™, a screening tool to administer to newly enrolled students to assist in the identification of those with limited English proficiency (LEP). The W-APT™, may be used as needed during the school year.
- *ACCESS for ELL s®*, an annual assessment for all students identified as LEP. The 2012 testing window for *ACCESS for ELL s®* is December 1, 2011 – January 27, 2012

The table below provides information on training webinars for W-APT and the schedule for materials and for the administration of *ACCESS for ELL s®*.

Online Training and Information Webinars www.wida.us	Date Available	Username and Password Needed
<i>Introduction to WIDA:</i> Provides basic information for system test coordinators and educators about WIDA.	August 31	NO
<i>W-APT Overview</i> <ul style="list-style-type: none"> • Provides training for downloading, administering, scoring, and using the results of the <i>W-APT</i> to assist in the identification of newly enrolled students with limited English proficiency (LEP/ ELL). 	August 31	YES
<i>Using W-APT Online Score Reports to Meet the Needs of ELLs</i>	Sept. 30	YES
<i>Pre-ACCESS for ELLs Test Administration Training:</i> Provides information on testing materials for system test coordinators and training for administration of the assessment.	Oct. 1	YES
<i>ACCESS for ELLS</i> Assessment Timeline	Start Date	End Date
OPI orders tests for systems and schools.	10/25/11	10/26/11
Deadline for school LEP program data to be entered into <i>AIM</i>	10/27/11	10/27/11
OPI submits order for barcode label	11/9/11	11/9/11
Pre-Assessment (<i>ACCESS</i>) training (Online)	10/1/11	11/30/11
Systems receive <i>ACCESS</i> test materials shipped by MetriTech*		11/23/11
Additional materials ordering deadline		1/13/12
Test Window	12/1/2011	1/27/12
Deadline for systems to ship materials to MetriTech*		2/2/12

- *MetriTech Inc. is the subcontractor within the WIDA system that is responsible for the printing, distribution, scoring, and reporting of the *ACCESS for ELL s®*.
- More information about WIDA is online at www.wida.us
- If you have questions about testing materials, please contact Karen Richem: krichem@mt.gov or 406-444-0748.
- If you have questions about identification of students with limited English proficiency (LEP), please contact Lynn Hinch: lhinch@mt.gov or 406-444-3482.



AIM Data Collection Schedule

<u>Start Date</u>	<u>End Date</u>	<u>Event</u>	<u>Purpose</u>
8/15/11	9/16/11	End of Year Graduate & Dropout for 2010-11 Verification	<ul style="list-style-type: none"> Complete data entry for summer graduates and dropouts from 10-11 Modify enrollment end status for students transferring or not returning
8/15/11	9/16/11	Beginning of Year Verification and Enrollment Collection	<ul style="list-style-type: none"> Assign/locate state ID for new students Enter 11-12 enrollment record for each student Verify calendars, terms, grade levels Verify student rosters, summer transfers end status
9/19/11	10/14/11	Fall Program Participation Collection	<ul style="list-style-type: none"> Report program participation data for each student Verify LEP, Immigrant, meal status, race and other program counts Verify Race data (used in MAEFAIRS SAG payment) Verify Spec Ed status for all currently enrolled students, status should be accurate as of 10/3/11
10/3/11	10/14/11	Fall Attendance Collection	<ul style="list-style-type: none"> Report fall count date aggregate hours & attendance data for all students enrolled on 10/3/11
10/3/11	12/30/11	Fall CTE Post Grad Status Collection	<ul style="list-style-type: none"> Enter post grad status and contact date for CTE concentrators that graduated in spring 2011
10/3/11	11/18/11	Child Count & AIM Verification	<ul style="list-style-type: none"> Verify Spec Ed status for all currently enrolled students, status should be accurate as of 10/3/11 OPI staff will verify counts between two systems School staff ensures student data is entered and accurate
10/17/11	10/28/11	MAEFAIRS & AIM Verification	<ul style="list-style-type: none"> OPI staff will verify counts between two systems School staff ensures student data is entered and accurate
10/19/11	10/19/11	Dropout and Graduation Certification forms for 2010-11 and 2011 Cohort Certifications due	<ul style="list-style-type: none"> Forms printed from the OPI Reporting Center, signed by superintendent, and mailed to Andy Boehm
11/1/11	11/1/11	ELP Barcode label info extracted from AIM and sent to WIDA (ELP test window 12/1/11 to 1/27/12)	<ul style="list-style-type: none"> Students enrolled and marked as LEP will receive a label for the ELP test, if that data is entered into AIM by 10/31/11.
11/18/11	11/18/11	<i>End of Year (2010-2011) Snapshot</i>	<ul style="list-style-type: none"> Snapshot of all enrollments from 2010-11 year Dropout and Graduate counts finalized CTE Reporting
12/30/11	12/30/11	<i>October (Fall Enrollment) Snapshot</i>	<ul style="list-style-type: none"> Snapshot all students enrolled on 10/3/11 used for: Enrollment counts AYP Attendance Rate (1/2 of calculation) State and Federal reporting (EDEN) Legislative requests

<u>Start Date</u>	<u>End Date</u>	<u>Event</u>	<u>Purpose</u>
1/9/12	1/25/12	Assessment Registration Collection	<ul style="list-style-type: none"> Register students for CRT test Enter/modify enrollment records for all students that have entered or exited since last data entry Student data should be accurate as of 1st day of second semester
1/27/12	1/27/12	CRT Bar Code Label data extracted from AIM and sent to Measured Progress	<ul style="list-style-type: none"> Extract of all students enrolled in grades 3-8 & 10 sent to test contractor for printing bar code labels for CRT assessment. Students not entered into AIM by 1/25/12 won't receive a label; testing requirements still apply
2/1/12	2/10/12	Spring Attendance Collection	<ul style="list-style-type: none"> Enter/modify enrollment records for all students that have entered or exited since last data entry Enter aggregate hours and attendance data for every student enrolled on 2/1/12
3/1/12	3/23/12	Spring Program Participation Collection	<ul style="list-style-type: none"> AYP Sub group calculations Enter/modify enrollment records for all students that have entered or exited since last data entry Student data should be accurate as of test window count date – 3/13/12
3/13/12	3/23/12	Test Window Attendance Collection	<ul style="list-style-type: none"> AYP Attendance rate Enter/modify enrollment records for all students that have entered or exited since last data entry Enter aggregate hours and attendance data for every student enrolled on test window count date – 3/13/12
3/1/12	4/27/12	Spring CTE Collection	<ul style="list-style-type: none"> Identify CTE Concentrators and enter concentration area data
4/20/12	4/20/12	<i>Testing (AYP) Snapshot</i>	<ul style="list-style-type: none"> Snapshot of all students enrolled on 3/13/12 used for: <ul style="list-style-type: none"> Determining student groups used in AYP calculations State and Federal Reporting
5/14/12	6/15/12	End of Year Collection	<ul style="list-style-type: none"> End all 11-12 enrollments Report 11-12 graduate data Create 12-13 calendars and roll students forward

Questions – Contact the AIM Help Desk at 1-877-424-6681 or 406-444-3800 or Email opiainhelp@mt.gov

Font and Color Key **Collection Information** *Snapshot Information* General Information

NOTE: *Changes to the collection and/or snapshot dates may occur as other reporting dates change.*

Other Assessment Information



MontCAS Presents Online Opportunities for Professional Development

Follow the stars ★ below to current professional development programs.

Information on the starred items is on the *MontCAS Presents* site:

http://www.opi.mt.gov/Curriculum/MontCAS/MontCAS_Presents.html or by contacting Karen Richem, krichem@mt.gov or 406-444-0748

★ **Writing Formative Assessment professional development includes online pre-recorded presentations on young writers**

Young Writers

- Introduction to Writing K-5 (5 minutes)
- Writing K-2 (approximately 1 hour)
- Writing 3-5 (approximately 1 hour)
- References and handouts are posted online at the *MontCAS Presents* site.



★ **Registration for two online classes is open on the MontCAS Presents site (see above).**

Standards-Based IEPs

These presentations were funded by a United States Department of Education General Supervision Enhancement Grant. The class includes a series of prerecorded online modules and asynchronous learning communities weekly. The class is five weeks in length and begins the week of October 3 through November 4. Dr. Gail McGregor will facilitate the class.

- The modules are online at the *MontCAS Presents* site and can be viewed and used in numerous ways for professional development.
- Graduate credits through the University of Montana or renewal units through OPI are available for the Fall 2011 class.

FAME-CI: Formative Assessment for Montana Educators – Classroom Instruction

This class includes a series of readings and online learning communities during alternate weeks. The class will be held September 5 through December 16. Dr. Stevie Schmitz will facilitate the class.

- This class expands upon the introductory online *FAME* classes; however, there are no prerequisite classes.
- The class text will be provided to Montana educators while supplies last.
- Graduate credits through Montana State University or renewal units through OPI are available.

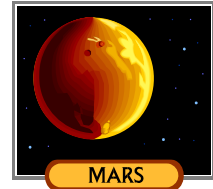


MARS Training

MARS, the Montana Analysis and Reporting System, is a secure online site with system and school results for the CRT and the CRT-Alternate .

- The CRT and CRT-Alternate reports are on *MARS*, including the student reports on in pdf format on September 1.
- *MARS* has an interactive feature which can inform and impact classroom instruction and curricula.
- *MontCAS Presents* provides prerecorded training modules on key elements of *MARS*. It is recommended that all staff working with *MARS* view these individually or as a group. The updated modules are online at the *MontCAS Presents* link

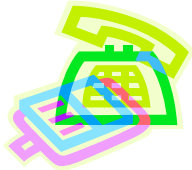
http://www.opi.mt.gov/Curriculum/MontCAS/MontCAS_Presents.html



Did you know that OPI offers individualized training for systems and schools on using *MARS* ?

The form to request this training is online. Please print and complete the form. Fax and mailing information is included on the form. The link is:

<http://www.opi.mt.gov/PDF/Assessment/Forms/TrainRqst.pdf>



Testing Contractor Contact Information

The CRT and the CRT-Alternate – Measured Progress, Inc.

Dan Verdick, Montana CRT Program Manager

dverdick@measuredprogress.org or 800-431-8901 x2220

Nancy Hall, Montana CRT Program Assistant

nhall@measuredprogress.org or 888-792-2741

Tim Greenlaw, Montana CRT-Alternate Program Manager

greenlaw.timothy@measuredprogress.org or

800-431-8901x2309

ACCESS and the W-APT, English Language Proficiency Assessments

WIDA Consortium

help@wida.us or 1-866-276-7735

Welcome

Please welcome Debbie Casey to the OPI assessment staff. Debbie has been at OPI working with the GED for fourteen years. We are pleased she has joined the assessment staff. Here is Debbie's contact information:
dcasey@mt.gov or 406-444-3511

OPI Assessment Staff

Debbie Casey, Administrative Assistant

dcasey@mt.gov, 406-444-3511

Karen Richem, Assessment Specialist

krichem@mt.gov, 406-444-0748

Judy Snow, State Assessment Director

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